



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 5000.25G
N09B
30 January 1996

OPNAV INSTRUCTION 5000.25G

From: Chief of Naval Operations

Subj: AUTHORITY TO RELEASE NAVOPS, NAVADMINS, AND ROUTINE
MESSAGES FROM THE OPNAV STAFF

1. Purpose. To define uses for NAVOP and NAVADMIN messages, and delegate releasing authority for those plus other routine message traffic originating from the Office of the Chief of Naval Operations (OPNAV). This is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 5000.25F.

3. Action. Messages containing matters of position, establishing or changing from existing policy, or providing recommendations to or requesting action by higher authority must be reviewed and and/or signed by the Chief of Naval Operations (CNO) or Vice Chief of Naval Operations (VCNO). NAVOP and NAVADMIN messages must be processed through N653 for proper message format prior to delivery to the OPNAV Telecommunications Center. OPNAV Principal Officials will release messages providing routine responses to requests for information on areas within their responsibility. They may further delegate this message releasing authority in their directorates. This delegation does not absolve the OPNAV Principal Official from responsibility for content of message traffic released by subordinates. N-codes will maintain a list of individuals authorized message release.

a. NAVADMINS may be released by CNO, VCNO, or Director Navy Staff. Additionally, N1 may release NAVADMINS for personnel matters and N3/N5, N4, N6, N7, and N8 may release NAVADMIN messages that are non-controversial, do not establish policy contrary to existing policy (CNO chop required first), and are related to the business of the directorate. Navy Command Center Duty Captains may release NAVADMIN messages containing information of a time sensitive nature during non-working hours (1600-0800 M-F, Saturday, Sunday and Holidays). Examples are requirements to half-mast the flag, changes in the status of government (e.g. government shut-down at the expiration of financial obligation authority) and other issues as the NCC Duty Captain, on consultation with superiors, may deem necessary for the efficient operation of the Department of the Navy. NAVADMINS are used to announce:



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- special events or incidents of high Navy interest.
- proclamations, major award winners, and special national holidays.
- urgent changes to rules, regulations, or directives to comply with time limits imposed by higher authority.
- emergency changes to naval warfare publications.
- time-sensitive guidance affecting large portions of the Navy to preclude loss of personal entitlements.
- personnel selections for special programs and upward mobility incentives.

NAVADMINS will not be used to:

- publish routine changes to existing directives.
- invite nominations for awards or announce conferences when timely action would have permitted use of a notice or instruction.
- publish non-time sensitive information except as noted above.

b. NAVOPS will be released by CNO. In addition to the topics above, NAVOPS are used to announce:

- actions on declarations of war.
- established defense conditions of readiness or announce service-wide military alerts.
- imminent danger to life, health, or property.



Distribution:
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J. S. MOBLEY

DIRECTOR, NAVY STAFF

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